

BASE SYSTEM CIVILIAN EVALUATION REPORT

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)		b. POSITION TITLE, PAY PLAN, SERIES AND GRADE	
c. ORGANIZATION/INSTALLATION		d. REASON FOR SUBMISSION <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL	
e. PERIOD COVERED (YYYYMMDD) FROM THRU	f. RATED MOS. <input type="checkbox"/> GIVEN TO RATEE	g. RATEE COPY (Check one and date) <input type="checkbox"/> FORWARDED TO RATEE	

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial)	SIGNATURE	DATE (YYYYMMDD)
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
b. NAME OF INTERMEDIATE RATER (Optional)(Last, First, MI)	SIGNATURE	DATE (YYYYMMDD)
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (if used)	SIGNATURE	DATE (YYYYMMDD)
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluations of the Rater and Senior Rater, and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE (YYYYMMDD)

PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

PERCENT OF SALARY(EXCLUDES Locality Pay) % (OR)	AWARD APPROVED BY	
AMOUNT \$ (OR)		
QSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI) TO (Grade/Step)	DATE (YYYYMMDD)	FUND CITE

PART IV - DUTY DESCRIPTION (Rater)

a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars)		. Position Description is correct: <input type="checkbox"/> YES <input type="checkbox"/> NO	
b. AREAS OF SPECIAL EMPHASIS			
c. COUNSELING DATES FROM CHECKLIST/RECORD	INITIAL	LATER (Optional)	MIDPOINT
			LATER (Optional)

PART V - VALUES (Rater)

VALUES L oyalty D uty R espect S elfless service H onor I ntegrity P ersonal courage	BULLET COMMENTS <div style="height: 150px;"></div>
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RATEE'S NAME <i>(Last, First, Middle Initial)</i>	THRU DATE <div style="text-align: center;">Thru</div>
b. RESPONSIBILITIES	Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.
1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE <i>(Exceeds std)</i> <input type="checkbox"/> </div> <div> SUCCESS <i>(Meets std)</i> <input type="checkbox"/> </div> <div> NEEDS IMPROVEMENT <input type="checkbox"/> </div> <div> FAILS <input type="checkbox"/> </div> </div>	
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE <i>(Exceeds std)</i> <input type="checkbox"/> </div> <div> SUCCESS <i>(Meets std)</i> <input type="checkbox"/> </div> <div> NEEDS IMPROVEMENT <input type="checkbox"/> </div> <div> FAILS <input type="checkbox"/> </div> </div>	
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE <i>(Exceeds std)</i> <input type="checkbox"/> </div> <div> SUCCESS <i>(Meets std)</i> <input type="checkbox"/> </div> <div> NEEDS IMPROVEMENT <input type="checkbox"/> </div> <div> FAILS <input type="checkbox"/> </div> </div>	
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE <i>(Exceeds std)</i> <input type="checkbox"/> </div> <div> SUCCESS <i>(Meets std)</i> <input type="checkbox"/> </div> <div> NEEDS IMPROVEMENT <input type="checkbox"/> </div> <div> FAILS <input type="checkbox"/> </div> </div>	
Numbers 5 and 6 apply to positions with some supervisory duties	
5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE <i>(Exceeds std)</i> <input type="checkbox"/> </div> <div> SUCCESS <i>(Meets std)</i> <input type="checkbox"/> </div> <div> NEEDS IMPROVEMENT <input type="checkbox"/> </div> <div> FAILS <input type="checkbox"/> </div> </div>	
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems <div style="display: flex; justify-content: space-between;"> <div> EXCELLENCE <i>(Exceeds std)</i> <input type="checkbox"/> </div> <div> SUCCESS <i>(Meets std)</i> <input type="checkbox"/> </div> <div> NEEDS IMPROVEMENT <input type="checkbox"/> </div> <div> FAILS <input type="checkbox"/> </div> </div>	
PART VI -SENIOR RATER <i>(if used)</i> or RATER <i>(no senior rater used)</i>	PART VII - SENIOR RATER <i>(If used)</i>
OVERALL PERFORMANCE <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px;">1</div> <div style="border: 1px solid black; padding: 2px 5px;">2</div> <div style="border: 1px solid black; padding: 2px 5px;">3</div> <div style="background-color: black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px 5px;">4</div> <div style="background-color: black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px 5px;">5</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>SUCCESSFUL</div> <div>FAIR</div> <div>UNSUCCESSFUL</div> </div> <div style="text-align: center; margin-top: 5px;"> (MUST Have Senior Rater Review) </div> </div> <div style="margin-top: 10px;"> A completed DA Form 7223-1 was received with this report and considered in my evaluation and review: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> YES </div> <div> <input type="checkbox"/> NO <i>(Explain)</i> </div> </div> </div>	BULLET COMMENTS <i>(Performance/Potential)</i> <div style="height: 150px;"></div>